



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

**POSITION AND DUTY****MOS:**

Bilateral Affairs Officer-
Botswana 01A (Branch
Immaterial)

RANK/GRADE:**MAJ/O4****(Minimum: CPT/O3)**☐**NATIONWIDE**☒**CURRENT NCARNG
AGR SOLDIERS ONLY****ANNOUNCEMENT #:**

AGR-FTM 2013-49

UNIT, LOCATION, POC:

JFHQ-J5 (SPP), Raleigh, NC

POC: MAJ Clay Jackson (919) 664-6000 x 46997

barry.c.jackson4.mil@mail.mil**OPENS:**

17 May 2013

CLOSES:

14 June 2013

POSITION DESCRIPTION: Serves as North Carolina National Guard's representative in Botswana (BWA) on the US Embassy Country Team, under the aegis of the State Partnership Program (SPP). The Bilateral Affairs Officer is a member of the Office of Defense Cooperation (ODC) team in the US Embassy, Botswana, his/her duties encompass the core of the planning, and coordination of schedules and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and other events. This is considered a diplomatic-level assignment. The ODC represents the United States Africa Command (AFRICOM) and is responsible for coordinating Security Assistance (SA) activities and Defense Cooperation programs with Botswana's Ministry of Defense. One of these programs includes the State Partnership Program with the North Carolina National Guard. Duties of the BAO include:

- a. Responsible for planning and coordinating State Partnership Program (SPP) and Title-10 Military-to-Military (M2M) events.
- b. Develop Event Concept Sheets.
- c. Supports U.S. Military personnel performing such events in Host Nation.
- d. Principle POC and coordinates logistics requirement for all TCTs, FAMs and Special Events.
- e. Maintain event database schedule of planned events as required.
- f. Assists in the development ODC Five Year Plan.
- g. Manages continuing response/progression to Host Nation requirements as stated in Annual Planning Conference.
- h. Conducts coordination with Host Nation Points of Contact (POCs) for FAMs.
- i. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After Action Reports (AARs) and updating of Historical records.
- j. Recommends and assists in the development of follow-on events.
- k. Maintains communication with the AFRICOM Regional Program Manager (Desk Officers), AFRICOM service component (POC's), 7and the State Partner's SPP Coordinator at NCNG JFHQ.
- l. Coordinate staff activities within the ODC as required.
- m. Coordinate activities with the Botswana Defense Force (BDF) Liaison Officer.
- n. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, as required.
- o. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events.
- p. Additional duties as directed by the Chief of the Office of Defense Cooperation – Botswana (T10 LTC)
- q. Facilitates Military to Civilian (M2C) and Civilian to Civilian (C2C) activities between N.C. and Botswana.

This is a two year temporary, accompanied tour with a PCS move. Tour may be extended for six additional months with AFRICOM and TAG approval. This tour is projected to start effective January 2014, with approximately 3 separate TDY training events (totaling 6 weeks) prior to the PCS.

r. Soldier selected for this position will be required to complete and submit a T10 application to HRO for submission through TAG to HCM-O for T10 tour approval and publication of T10 order. Additional information and documentation can be found on GKO at <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>

QUALIFICATION REQUIREMENTS:

- Applicants must demonstrate good character, high motivation, initiative, and sound judgment to serve as an appropriate representative of the North Carolina National Guard, the Department of Defense, and the U.S. Government, in duties subject to high profile & scrutiny. The BAO must frequently act without specific guidance – therefore the individual must understand command intent and how to create and seize opportunities to further the commander's intent to promote the SPP and Security Cooperation with Botswana.
- Must meet retention medical/physical standards (AR 40-501, Chapter 3), height/weight standards (AR 600-9), and present good military bearing.

DESIRABLE QUALIFICATIONS:

- Previous assignment(s) demonstrating a wide exposure to various capabilities of the NCNG
- Prior deployment experience
- Experience in joint operations
- Prior experience working with a foreign government or foreign military
- Education or work experience in African studies, international affairs, political science, or similar applicable field

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered “**Not Qualified**” because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

MAIL APPLICATIONS TO: NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST

AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top of OTAGNC Form 690-101.**
- _____ Current NCARNG soldier? If not check whether announcement is nationwide.
 - _____ Is soldier currently under 18 months initial tour stabilization?
 - _____ If lateral transfer, is soldier MOSQ for vacant position?
 - _____ Signed and dated.
- _____ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- _____ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
 - _____ ASVAB scores match the qualification requirements for the announcement.
 - _____ If female applicant, is position open to females?
 - _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3. Personnel Qualification Record.
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- _____ Passed APFT.
 - _____ DA Form 3349 Physical Profile (for alternate APFT).
 - _____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- _____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- _____ If newly promoted or missing rated time check for letter from Commander.
- _____ 8. Letter of Recommendation from Brigade AO.
- _____ 9. Current AGR Orders.

NOTE: Packets received without certification or signatures will be considered incomplete. If you are -deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents must be enclosed (photocopies only – do not send originals): NO BINDERS